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CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

Notification

The 9th December, 2025

No. 28/67/1-IH (9)-2025/16706.—In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014,as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services , First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of **Regional Employment Office, Union Territory, Chandigarh**, for the purposes of the Acts, ibid, as detailed below:

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours/ Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	**Regional Employment Office**	Registration of applicants	01 day	Statistical Assistant	Sub-Regional Employment Officer (PH Cell)	Regional Employment Officer	This department is working as per guidelines of National Employment Service Manual (NESM) issued by the Directorate General of Employment, Government of India

(i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects

(ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, Office of the Regional Employment Office, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated
the 9th December, 2025

Administrator
Union Territory,Chandigarh

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CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

Notification

The 9th December, 2025

No. 28/67/1-IH (9)-2025/16690.—In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014,as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of the office of the **Director Industries, Union Territory, Chandigarh**, for the purposes of the Acts, ibid, as detailed below :

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days /Hours/ Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	**Director Industries**	Redressal of grievances/ queries of existing/ prospective investors	15 days	Office Superintendent DIC	Director Industries	Secretary Industries	
2	**-do-**	Registration of Boilers under the Indian Boiler Act, 1923	30 days	Chief Inspector of Boilers Chandigarh	Director Industries	Secretary Industries	7 days (Issuance of Inspection Notice) + 8 Days (After Inspection ISSUANCE OF Provisional order Form V) + 15 Days (Issuance of Boiler Certificate)
3	**-do-**	Registration of Boilers Manufacturer under the Indian Boiler Act,1923	22 days	-do-	-do-	-do-	7 days (Issuance of Inspection Notice)+ 15 Days (Issuance of Boiler Manufacturer Certificate)
4	**-do-**	Renewal of Boiler Certificate	15 days	-do-	-do-	-do-	15 days (Inspection and issuance of Renewal certificate)
5	**-do-**	Application Form for participation in Trade Fair / Exhibition	15 days	Office Superintendent, DIC	Director Industries	Secretary Industries	

(i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects

(ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, Office of the Director Industries, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated
the 4th December, 2025

Administrator
Union Territory, Chandigarh

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CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

Notification

The 9th December, 2025

No. 28/67/1-IH (9)-2025/16694.—In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022, No. 28/67/1-IH(11)-2022/19025, dated 29.11.2022 and No. 28/67/1-IH(9)-2025/8653 dated 26.06.2025, and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014,as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of **Labour Department, Union Territory, Chandigarh**, for the purposes of the Acts, ibid, as detailed below:

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours/ Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	**Labour Department**	Registration of Establishment employing Migrant Workmen under the Interstate Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979	30 days	Assistant Labour Commissioner	Labour Commissioner	Secretary Labour	
2.	**-do-**	Amendment in Registration of Establishment employing Migrant Workmen under the Interstate Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979	21 days	-do-	-do-	-do-	
3.	**-do-**	Registration of shop and commercial establishments under the Punjab Shop and Commercial Establishment Act, 1958	01 day	Labour Inspector	Assistant Labour Commissioner	Labour Commissioner	
4.	**-do-**	Amendment in registration of shop and commercial Establishments under the Punjab Shop and Commercial Establishment Act, 1958	01 day	-do-	-do-	-do-	
5.	**-do-**	Approval of building plans of Factories under the Factories Act, 1948	45 days	Addl. Chief Inspector of Factories-cum-Assistant Labour Commissioner	Chief Inspector of Factories-cum-Labour Commissioner	Secretary Labour	
6.	**-do-**	Issuance of factory license under the Factories Act, 1948	7 days	-do-	-do-	-do-	
7.	**-do-**	Renewal of factory license under the Factories Act, 1948	30 days	-do-	-do-	-do-	
8.	**-do-**	Amendment in the registration certificate issued to a factory under the Factories Act, 1948	21 days	-do-	-do-	-do-	
9.	**-do-**	Issuance of registration certificate under the Motor Transport Workers Act, 1961	30 days	Chief Inspector of Motor Transport-cum-Assistant Labour Commissioner	Labour Commissioner	Secretary Labour	
10.	**-do-**	Amendment in registration certificate under the Motor Transport Workers Act, 1961	21 days	-do-	-do-	-do-	
11.	**-do-**	Renewal of registration certificate under the Motor Transport Workers Act, 1961	30 days	-do-	-do-	-do-	

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12.	**-do-**	Issuance of registration certificate to the Principal Employer under the Contract Labour Act, 1970	30 days	Licensing Officer-cum-Assistant Labour Commissioner	Registering Officer-cum-Labour Commissioner	-do-	
13.	**-do-**	Issuance of license to contractors under the Contract Labour Act, 1970	30 days	-do-	-do-	-do-	
14.	**-do-**	Renewal of license of contractors under the Contract Labour Act, 1970	30 days	-do-	-do-	-do-	
15.	**Labour Department**	Amendment in the registration certificate issued to the Principal Employer under the Contract Labour (Regulation and Abolition) Act, 1970	21 days	Licensing Officer-cum-Assistant Labour Commissioner	Registering Officer-cum-Labour Commissioner	Secretary Labour	
16.	**-do-**	Registration of construction workers under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service)Act, 1996	21 days	Registering Officer (CBOCW Board)-cum-Assistant Labour commissioner	Secretary (CBOCW Board)-cum-Labour commissioner	Chairman (CBOCW Board)-cum-Secretary Labour	
17.	**-do-**	Renewal of labour cards issued to the construction workers under the Building and other Construction workers (Regulation of Employment and Conditions of Service) Act,1996	21 days	Registering Officer (CBOCW Board)-cum-Assistant Labour commissioner	Secretary (CBOCW Board)-cum-Labour commissioner	Chairman (CBOCW Board)-cum-Secretary Labour	
18.	**-do-**	Registration of contractors under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service)Act, 1996	30 days	-do-	-do-	-do-	
19.	**-do-**	Renewal of registration of contractors under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	21 days	-do-	-do-	-do-	
20.	**Labour Department**	Grant of benefits under various Welfare Schemes under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service)Act, 1996	30 days	Joint Secretary (CBOCW B)-cum-Assistant Labour Commissioner	Secretary (CBOCW Board)-cum-Labour commissioner	Chairman (CBOCW Board)-cum-Secretary Labour	
21.	**-do-**	Grant of benefits under various Welfare Schemes under the Punjab Labour Welfare Fund Act, 1965	30 days	Secretary (LWB)-cum-Assistant Labour Commissioner	Welfare Commissioner (LWB)-cum-Labour Commissioner	Chairman (LWB)-cum-Secretary Labour	

(i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects

(ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, Office of the Labour Department, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated
the 4th December, 2025

Administrator
Union Territory, Chandigarh

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CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

Notification

The 9th December, 2025

No. 28/67/1-IH (9)-2025/16702.—In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022, No. 28/67/1-IH(11)-2023/4037 dated 22.03.2023 and 28/67/1-IH(9)-2025/13540 dated 29.09.2025, and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014, as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of the Department of **Police, Union Territory, Chandigarh**, for the purposes of the Acts, ibid, as detailed below

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours/Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	**Police**	Reaching scene of offence on information	05 Minutes	Duty Officer Control Room	DSP/PCR	SSP	Excluding the journey time
2	**-do-**	Supply of copy of FIR/DDR by Police St0ation to the Complainant	01 Hour	SHO	SDPO	-do-	
3	**-do-**	Registration of a complaint by way of DDR or FIR and supply of copy thereof by the Police Station to the complainant	30 Minutes	-do-	-do-	-do-	
4	**-do-**	Conduct of a preliminary enquiry into at police station	90 days	-do-	-do-	-do-	
5	**-do-**	Passport Verification	15 days	-do-	-do-	-do-	
6	**-do-**	(Services received through District Magistrate) Verification for grant of NOC for Petrol Pumps, Gas Agencies, Hotels, Bars/ Verification of Security Agencies/ Verification for First Entry into Government Service/ Verification for Arms License/ similar kind of other Verification Services	15 days	-do-	-do-	-do-	

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7	**-do-**	Registration & supply of Missing Person Report	01 Hour	-do-	-do-	-do-	
8	**-do-**	Registration & Supply of copy of Report regarding Missing of documents, Mobile Phones etc.	30 Minutes	-do-	-do-	-do-	
9	**-do-**	Supply of Post mortem report after receipt thereof from the Medical Officer	02 days	-do-	-do-	-do-	
10	**Police**	Domestic Help Verification (if resident of local area)	15 days	SHO	SDPO	SSP	
11	**-do-**	Tenant Verification (if resident of local area)	15 days	-do-	-do-	-do-	
12	**-do-**	Character Certificate	15 days	-do-	-do-	-do-	
13	**-do-**	Character Verification	15 days	-do-	-do-	-do-	
14	**-do-**	Employee Verification	15 days	-do-	-do-	-do-	
15	**-do-**	Police Clearance Certificate	15 days	-do-	-do-	-do-	
16	**-do-**	Copy of untraced report in cases pertaining to stolen vehicles	60 days	-do-	-do-	-do-	
17	**-do-**	Copy of untraced report in road accident cases	60 days	-do-	-do-	-do-	
18	**-do-**	Copy of untraced report in theft cases	60 days	-do-	-do-	-do-	
19	**-do-**	Online complaint Registration to Police (G2C)	01 hour	-do-	-do-	-do-	
20	**-do-**	Extension of residential permit of Foreigners	15 days (After receipt from FRRO Amritsar)	IC /FRO Branch	DSP/CID	-do-	

(i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects

(ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, Department of Police, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated
the 4th December 2025

Administrator
Union Territory, Chandigarh

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CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

Notification

The 9th December, 2025

No. 28/67/1-IH (9)-2025/16698.—In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 and **No**. 28/67/1-IH(9)-2025/13540 dated 29.09.2025 and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014,as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of **Municipal Corporation, Chandigarh**, for the purposes of the Acts, ibid, as detailed below :

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days /Hours/Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	**Engineering– Building and Road**	Granting permission for installing communication and connectivity infrastructure (Permission through ROW Gati Shakti Portal)	60 days	Executive Engineer Road Division No . 3 cum-Nodal Officer of PM Gati Shakti	EER-III	Chief Engineer Municipal Corporation	
2.	**-do-**	Cleaning of back service lanes	12 days	S.D.E. (B&R) of the area concerned	S.E.(B&R)	Chief Engineer, MC, Chd.	
3.	**-do-**	Removal of unidentified debris (malba) from MC land	07 days	-do-	-do-	-do-	
4.	**Engineering– Horticulture**	Pruning of trees (Under 30 cm girth)	06 days	S.D.E.(Hort.)of the area concerned	E.E(Hort)	S.E.(H&E)	
5.	**-do-**	Pruning of trees(More than 30 cm girth)	45 days	S.D.E.(Hort.)of the area concerned	E.E(Hort)	S.E.(H&E)	
6.	**-do-**	Removal of dead/ dangerous/ over-grown fallen trees	01 days	-do-	-do-	-do-	
7.	**-do-**	Pruning / Pollarding of Trees (Girth upto 60 cms)	30 days	-do-	-do-	-do-	
8.	**-do-**	Pruning / Pollarding of Trees (Girth from 60 to 120 cms)	30 days	-do-	-do-	-do-	
9.	**-do-**	Pruning / Pollarding of Trees (Girth beyond 120 cms)	30 days	-do-	-do-	-do-	
10.	**-do-**	Felling of Trees (Green Trees, including transportation cases)	45 days	-do-	-do-	-do-	

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11.	**Engineering–Electrical**	Fault in street light/park lights/ Individual pole street light	03 days	S.D.E.(Electrical) of the area concerned	E.E.(Elec)	-do-	
12.	**-do-**	Replacement of damaged pole	20 days	-do-	-do-	-do-	
13.	**-do-**	Replacement of damaged bollards and globe lights	10 days	-do-	-do-	-do-	
14.	**Engineering-Public Health**	Issuance of Temporary Water Connection	05 days	E.E (PH)of the area concerned	S.E (PH)	Chief Engineer, MC, Chd	
15.	**-do-**	Issuance of Regular Water Connection (Upto 15 mm ferrule size)	05 days	S.D.E (PH) of the area concerned	E.E(PH-2)	SE (PH)	
16.	**-do-**	Issuance of Regular Water Connection (20mm to 40mm ferrule size)	05 days	E.E(PH-2)	S.E(PH)	Chief Engineer, MC, Chd	
17.	**Engineering-Public Health**	Issuance of Regular Water Connection (above 40mm ferrule size)	05 days	S.E (PH)	Chief Engineer	Commissioner, MC, Chd	
18.	**-do-**	Issuance of Tertiary Treated Water Connection	10 days	S.D.E (PH) of the area concerned	E.E(PH-2)	SE (PH)	
19.	**-do-**	Conversion from Commercial Water Tariff to Domestic Water Tariff	15 days	E.E(PH-2)	SE (PH)	Chief Engineer, MC, Chd	
20.	**-do-**	Temporary/ Permanent Disconnection of Water Meter	03 days	S.D.E (PH) of the area concerned	E.E(PH-2)	SE (PH)	
21.	**-do-**	Change of Name for Water Connection	03 days	-do-	-do-	-do-	
22.	**-do-**	Testing of Meter (Fast or Slow)	15 days	-do-	-do-	-do-	
23.	**-do-**	Checking of Blocked/ Leakage of Water Meter	02 days	-do-	-do-	-do-	
24.	**-do-**	Refund of Water Meter Security	30 days	E.E(PH-2)	S.E (PH)	Chief Engineer, MC, Chd	
25.	**-do-**	Issuance of Plinth Level Certificate	10 days	-do-	-do-	-do-	
26.	**-do-**	Checking/ Challenge of Meter Reading Bill	03 days	S.D.E (PH) of the area concerned	E.E(PH-2)	SE (PH)	
27.	**-do-**	Issuance of new connection for shallow water Tube well connection for non-potable purposes	30 days	Chief Engineer	C.M.C	Secretary Local Govt. Chd. Admn.	

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28.	**-do-**	Resolution of Complaint of low pressure due to leakage in the service pipe/blockage from ferrule	07 days	J.E. (PH)of the area concerned	E.E.(P.H)of the concerned area	SE (PH)	
29.	**-do-**	Complaints about muddy /contaminated water	02 days	E.E.(PH) of the area concerned	S.E.(P.H.)	Chief Engineer, MC, Chd	
30.	**-do-**	Issuance of new sewerage connection without road-cut permission	07 days	-do-	-do-	-do-	
31.	**-do-**	Issuance of new sewerage connection with road-cut permission	28 days	-do-	-do-	-do-	
32.	**-do-**	Supply of water tanker	01 day	S.D.E (PH) of the Concerned area	-do-	-do-	
33.	**-do-**	Resolving Blockage/ overflowing sewer line	03 days	J.E. (PH)of the Concerned area	-do-	-do-	
34.	**-do-**	Repair of damaged sewer line	08 days	S.D.E. (PH) of the Concerned area	S.E.(P.H.)	Chief Engineer, MC, Chd	
35.	**-do-**	Removal of blockage in storm water drainage system	02 days	J.E.(PH) of the Concerned area	-do-	-do-	
36.	**-do-**	Repair of storm water drains/ replacement of broken/missing road gullies and manhole covers	05 days	J.E./S.D.E. (PH) of the Concerned area	-do-	-do-	
37.	**Engineering-Public Health**	Any type of Correction in Domestic/Commercial/ Institutional Water Bills	07 days	S.D.E of the area Concerned	E.E (PH-2)	S.E (PH)	
38.	**-do-**	Apply for change of defective meter	15 days	S.D.E (PH) of the area Concerned	E.E (PH) of the area concerned	S.E (PH)	
39.	**-do-**	Temporary to Regular conversion	15 days	S.D.E (PH) of the area Concerned	E.E (PH) of the area concerned	S.E (PH)	
40.	**-do-**	Apply for extension of temporary connection	15 days	S.D.E (PH) of the area Concerned	E.E (PH) of the area concerned	S.E (PH)	
41.	**MOH (Medical Officer Health)**	Issue of Birth Certificate	07 days	Registrar (B&D)	Medical Officer of Health	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	
42.	**-do-**	Issue of Death Certificate	07 days	-do-	-do-	-do-	
43.	**-do-**	Addition of name of child	10 days	-do-	-do-	-do-	

44.	**-do-**	Correction in Birth certificate	14 days	-do-	-do-	-do-	
45.	**-do-**	Correction in Death Certificate	14 days	-do-	-do-	-do-	
46.	**-do-**	Verification report concerning Birth/ Death Certificates for which request is received from any other department of the Chandigarh Administration	15 days	-do-	-do-	-do-	
47.	**-do-**	Non-availability certificate	30 days	-do-	-do-	-do-	
48.	**-do-**	Cremation Certificate	10 days	-do-	-do-	-do-	
49.	**-do-**	Permission for keeping Pets	03 days	SI(HQ)	-do-	-do-	
50.	**-do-**	Permission for NOC to open Meat Shop	16 days	Suptd. (Slaughter House)	-do-	-do-	already notified at Sr. No. 131 of Notification dated 08.03.22 (name of service changed)
51.	**-do-**	Clearing of Garbage from Bins	02 days	Sanitary Inspector of the area concerned	-do-	-do-	
52.	**-do-**	Sweeping of road	02 days	-do-	Medical Officer of Health	-do-	
53.	**-do-**	Removal of Dead Animals	01 days	-do-	-do-	-do-	
54.	**Tax Branch Sub-Office Manimajra**	Change of ownership/ lease hold rights on the basis of Sale Deed/Gift/ Deed/ Transfer Deed/ Exchange deed (Manimajra)	30 days	Suptd(MM)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	Commissioner	
55.	**-do-**	Change of ownership/ lease hold rights on the basis Intestate death (Manimajra)	30 days after completion of all documents + 30 days extra for publication of public notice (**total 60 days**)	-do-	do	-do-	
56.	**Tax Branch Sub-Office Manimajra**	Change of ownership/ lease hold rights on the basis of Regd./ Un-regd. Will (Manimajra)	30 days after completion of all documents + 30 days extra for publication of public notice(**total 60 days)**	Suptd(MM)	Assistant Commissioner/Joint Commissioner/Additional Commissioner	Commissioner	
57.	**-do-**	Change of ownership/ lease hold rights on the basis of Court Decree/Family Settlement/ Partition Deed (Manimajra)	30 days	-do-	-do-	-do-	
58.	**Tax Branch Sub-Office Manimajra**	Conversion of property from residential to commercial (Manimajra)	30 days	-do-	-do-	-do-	

59.	**-do-**	Allotment of New H.No./ Shop No. (Manimajra)	30 days	-do-	-do-	-do-	
60.	**-do-**	No Objection Certificate for Water/Electricity & Sewerage connections/ No Dues Certificate (Manimajra)	30 days	-do-	-do-	-do-	
61.	**-do-**	Issuance of ownership certificate (Manimajra)	30 days	-do-	-do-	-do-	
62.	**-do-**	Property tax Online payment (G2C)	30 days	Accountant	Assistant Collector (Tax)	Commissioner	
63.	**-do-**	Change of Owner/ occupier in Property Tax Register (Except in death case)	45 days	Assistant Collector (Tax)	Joint /Additional Commissioner	**-do-**	
64.	**-do-**	Change of Owner/ occupier in Property Tax Register in death case	45 days	-do-	-do-	**-do-**	
65.	**-do-**	Issuance of new property ID by the Urban Local Body	45 days	Assistant Collector (Tax)	Joint /Additional Commissioner	**-do-**	
66.	**Booking Branch**	Permission to stack building material	01 day	OSD-II	-do-	-do-	
67.	**-do-**	Booking of water tanker	01 day	-do-	-do-	-do-	
68.	**-do-**	Booking of Community Centers /parks (upto Sector 47)	01 day	OSD-II	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	Commissioner	
69.	**-do-**	Booking of parks (Sector 47 onwards & villages)	01 day	-do-	-do-	-do-	
70.	**-do-**	Booking of open spaces under the jurisdiction of MC, Chd	1 day	-do-	-do-	-do-	
71.	**-do-**	Refund cases of Community Centers /Parks/Open Space	25 days	-do-	-do-	-do-	
72.	**-do-**	Booking of ground for commercial purposes in Sector 17 circus ground, Sector 34 and Manimajra	03 days	-do-	-do-	-do-	
73.	**-do-**	Permission for Advertisement	15 days	-do-	-do-	-do-	

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74.	**Estates Branch**	No Objection Certificate for transfer of lease rights by way of sale/gift/family transfer deed/ exchange deed	31 days	SO (Estate) or AC(F&A)	-do-	-do-	
75.	**Estates Branch**	Change of ownership/ transfer of leasehold rights by way of Sale/gift/ transfer deed/ exchange deed	28 days	-do-	-do-	-do-	
76.	**-do-**	Transfer on the basis of Intestate death(with will/without will)/registered/ unregistered Will	31 days	-do-	-do-	-do-	
77.	**-do-**	Permission to mortgage	21 days	SO (Estate) or AC(F&A)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	Commissioner	
78.	**-do-**	Issuance of No Dues Certificate	28 days	-do-	-do-	-do-	
79.	**-do-**	Execution of lease deed/Deed of conveyance	21 days	-do-	-do-	-do-	
80.	**-do-**	Transfer of property in case of Partnership Deed/ Dissolution Deed/Change of Directors in case of Private Limited Company.	31 days	-do-	-do-	-do-	
81.	**-do-**	Transfer of property on the basis of court decree and Family settlement	31 days	SO (Estate) or AC(F&A)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	Commissioner	
82.	**-do-**	Conversion from lease hold to freehold	60 days	-do-	-do-	-do-	
83.	**Colony Branch**	Supply of Duplicate Allotment letter/ possession letter for EWS	05 days	Suptd (Colony)	-do-	-do-	
84.	**-do-**	Transfer of ownership rights, if any in Death Cases in Respect of T-Sites in VikasNagar,M auliJagran& Sector 52-53	31 days	-do-	-do-	-do-	

85.	**-do-**	Issuance of permission to mortgage T-Sites against Loan	21 days	-do-	-do-	-do-	
86.	**Licensing Branch**	Issuance of New Registration Certificate/ Renewal of Registration Certificate of Pedal Rickshaw/ Loading Rehri	10 days	Supdt (Licensing)	-do-	-do-	
87.	**-do-**	Issuance/ Renewal of Driving License for Pedal Rickshaw/ Loading Rehri	10 days	-do-	-do-	-do-	
88.	**-do-**	Issuance of New License /Renewal of License for Dhobi Ghats	10 days	-do-	-do-	-do-	
89.	**-do-**	Renewal of Rent Deed of Old Book Market	10 days	-do-	-do-	-do-	
90.	**Licensing Branch**	Issuance/ Renewal of Hawkers/Hand Cart License	10 days	-do-	-do-	-do-	
91.	**-do-**	Disposal of Traffic Challan of Pedal Rickshaw/ Rehri etc.	10 days	-do-	-do-	-do-	
92.	**-do-**	Transfer of Licenses in Death Cases	20 days	Supdt. (Licensing)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	Commissioner	
93.	**Tax Branch**	NDC-Clearance Certificate	30 days	Assistant Collector Tax	Chief Accounts Officer	Commissioner	
94.	**Fire Branch**	Fire rescue/ emergency call	At once / Immediate Action	Station Fire Officer	Chief Fire Officer	-do-	
95.	**-do-**	Issuance of Fire incident/ occurrence report	10 days	-do-	-do-	-do-	
96.	**-do-**	Issuance of Fire Safety Certificate	30 days	-do-	-do-	-do-	
97.	**-do-**	Approval of building plan/drawings	30 days	-do-	-do-	-do-	
98.	**Building Branch**	Sanctioning of Building Plan	40 days	JE(Buld)	SDE(Buld)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	
99.	**-do-**	Issuance of D.P.C. Certificate	15 days	-do-	-do-	-do-	
100.	**-do-**	Completion/ Occupation Certificate	15 days	-do-	-do-	-do-	

101.	**-do-**	NOC for release of Electricity/ Water/ Sewerage connection	25 days	-do-	-do-	-do-	

(i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects

(ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, **Municipal Corporation, Chandigarh** or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated
the 4th December, 2025

Administrator
Union Territory,Chandigarh

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CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

Notification

The 9th December, 2025

No. 28/67/1-IH (9)-2025/16710—In supersession of Notification No. 28/67/1-IH(9)-2025/13540, dated 29.09.2025 and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014,as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of the **Office Of Registrar Co-Operative Societies, Union Territory, Chandigarh**, for the purposes of the Acts, ibid, as detailed below:

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours/Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	**Registrar, Co-Operative Societies**	Registration of Co-operative Societies	30 days	Superintendent/ Senior Assistant	Assistant/Joint /Additional Registrar Co-Operative Societies	Registrar Co-Operative Societies	
2	**-do-**	Permission for execution of sub-conveyance deed/sub-lease deed between Society and Member	**30 days** (a) If required, a letter will be sent to the Chandigarh Housing Board/Estate Office, as the case may be for calculation of unearned increase: within 05 days (b) The Chandigarh Housing Board/Estate Office shall calculate and intimate the amount of unearned increase to the Co-Operative Department: within 15 days and the Co-operative department shall convey the same to the applicant within : 05 days (c) After receiving the intimation from the Chandigarh Housing Board/ Estate Office, as the case may be, regarding deposit of the unearned increase by the applicant/society, the service shall be provided to the applicant: within 20 days (d) where the letter to the Chandigarh Housing Board/Estate Officer is not required to be issued, the service shall be provided: within 30 days	-do-	-do-	-do-	A reminder shall be issued to the Chandigarh Housing Board/Estate Office after 15 days, in case the reply is not received from them
3	**-do-**	Permission for sale deed, transfer of lease hold rights by way	**30 days** (a) If required, a letter will be sent to the Chandigarh Housing Board/Estate Office,	-do-	-do-	-do-	-do-

		of sale, family transfer deed etc.	as the case may be for calculation of unearned increase: within 05 days (b) The Chandigarh Housing Board/Estate Office shall calculate and intimate the amount of unearned increase to the Co-Operative Department: within 15 days and the Co-operative department shall convey the same to the applicant within : 05 days (c) After receiving the intimation from the Chandigarh Housing Board/ Estate Office, as the case may be, regarding deposit of the unearned increase by the applicant/society, the service shall be provided to the applicant: within 20 days (d) where the letter to the Chandigarh Housing Board/Estate Officer is not required to be issued, the service shall be provided: within 30 days				
4.	**Registrar, Co-Operative Societies**	No objection Certificate to sell flats/dwelling units in Cooperative Societies	15 days	Assistant/Joint /Additional Registrar Co-Operative Societies	Registrar Co-Operative Societies	Secretary Cooperation	
5.	**-do-**	No objection Certificate for transfer of Membership	15 days	-do-	-do-	-do-	
6.	**-do-**	No objection Certificate for registration of conveyance deed./ sub conveyance deed	7 days	-do-	-do-	-do-	
7.	**-do-**	Change of Membership in record of RCS and issue of acknowledge ment letter thereto.	10 days	-do-	-do-	-do-	

(i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects

(ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, Office of the Registrar Co-Operative Societies, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated
the 4th December, 2025

Administrator
Union Territory, Chandigarh

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CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

Notification

The 9th December, 2025

No. 28/67/1-IH (9)-2025/16722.—In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014,as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of **Sports Department, Union Territory, Chandigarh**, for the purposes of the Acts, ibid, as detailed below:

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours/ Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	**Sports Department**	Booking of Various Stadia	10 days	Senior Assistant (Concerned)	District Sports Officer, U.T., Chandigarh	Director Sports U.T., Chandigarh	
2	**-do-**	User/ Membership in various games	07 days	-do-	-do-	-do-	
3	**-do-**	Scholarship in various games	180 days	-do-	-do-	-do-	
4	**-do-**	Issue of Gradation Certificate in various games	90 days	-do-	-do-	-do-	

(i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects

(ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, Sports Department, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated
the 4th December, 2025

Administrator
Union Territory,Chandigarh

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CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

Notification

The 9th December, 2025

No. 28/67/1-IH (9)-2025/16714.—In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014,as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of the office of the **Chandigarh Scheduled Castes, Backward Classes & Minorities Financial & Development Corporation Ltd, Chandigarh**, for the purposes of the Acts, ibid, as detailed below:-

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours/ Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks , If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	**Chandigarh Scheduled Castes, Backward Classes & Minorities Financial & Development Corporation Ltd**	Loan Cases of Scheduled Castes, Backward Classes & Minorities, &Safai Karamcharis	30 days	Dealing Assistant	A.C(F&A)	Managing Director	
2	**-do-**	Application processing for Training in vocational courses to Scheduled Castes, Backward Classes & Minorities, & Safai Karamcharis	20 days	-do-	Company Secretary	-do-	Selection subject to availability of seat
3	**-do-**	Application processing for Admission in Senior Citizens Home,Sec.15-D, Chandigarh	20 days	-do-	-do-	-do-	-do-
4	**-do-**	Issue of No Due Certificate/ No Objection Certificate of all Loan Schemes	30 days	-do-	A.C(F&A)	-do-	

(i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects

(ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, Office of the Chandigarh Scheduled Castes, Backward Classes & Minorities Financial & Development Corporation Ltd, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated
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CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

Notification

The 9th December, 2025

No. 28/67/1-IH (9)-2025/16726.—In exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014, as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of **State Agricultural Marketing Board, Union Territory, Chandigarh**, for the purposes of the Acts, ibid, as detailed below:

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours / Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	**State Agricultural Marketing Board**	Issuance of License in lieu of old License U/S 10 of the Punjab Agricultural Produce Markets Act, 1961	45 days	Secretary, Market Committee	Joint Secretary, State Agricultural Marketing Board	Secretary State Agricultural Marketing Board	Approval is given at the level of the Joint Secretary Marketing Board.
2	**-do-**	Renewal of License U/S 10 of the Punjab Agricultural Produce Markets Act, 1961	45 days	-do-	-do-	-do-	-do-
3	**-do-**	Issuance of Licence U/S 13 of the Punjab Agricultural Produce Markets Act, 1961	20 days	-do-	Administrator, Market Committee	-do-	Approval is given at the level of the Administrator, Market Committee.
4	**-do-**	Renewal of License U/S 13 of the Punjab Agricultural Produce Markets Act, 1961	20 days	-do-	-do-	-do-	-do-

(i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects

(ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, State Agricultural Marketing Board, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated
the 4th December, 2025

Administrator
Union Territory,Chandigarh

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CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

Notification

The 9th December, 2025

No. 28/67/1-IH (9)-2025/16738.—In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014,as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services , First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of **Zila Sainik Welfare Office, Union Territory, Chandigarh**, for the purposes of the Acts, ibid, as detailed below:

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours /Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	**ZilaSainik Welfare Office (ZSWO)**	Gallantry Awards (Financial benefits subject to submission of all documents)	02 month	Z.S.W.O,	DC	Home Secretary	Subject to fulfilment of eligibility criteria, depositing of all requisite documents and necessary verification from various agencies.
2	**-do-**	Issue of certificates of various types of ESM/ widows & their dependents	02 weeks	Field Investigator	Z.S.W.O	DC	-do-
3	**-do-**	Field verification	03 days	Welfare Organizer/ Field Investigator	Sr. Asstt.	Z.S.W.O	-do-
4	**-do-**	Pension cases (To be submitted to the concerned Records Office on completion of all documentation)	01 day	Clerk	-do-	-do-	-do-
5	**-do-**	Issue of Identity Cards	01 month	Field Investigator	Z.S.W.O	DC	-do-

(i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects

(ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, Zila Sainik Welfare Office, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

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CHANGE OF NAME

I, Nirmala W/o Mahipal R/o # 567, Dadu Majra Colony, Sector 38 West Chandigarh, have changed my name to Nirmala Yadav.

[2073-1]

I, Jitendra Kumar S/o Ompal Singh R/o H. No. C-25, CSIO Colony, Sector 30-C, Chandigarh, have changed my Son name from Ayushman to Ayushman Kumar.

[2074-1]

I, Abid S/o Sakeel Ahmad R/o # 1278, Kumhar Wala Mohalla Manimajra, Chandigarh, have changed my minor daughter's name from Jaba Safi to Jeba Saifi.

[2075-1]

I, Abid Safi S/o Sakeel Ahmad R/o # 1278, Kumhar Wala Mohalla Manimajra, Chandigarh, have changed my name to Abid.

[2076-1]

I, Guru Dayal Pandit S/o Gokhul Pandit, R/o House No. 1054, Gobindpura, Near Gurunanak Atta Chaki, Mani Majra, Chandigarh, have changed my name from Guru Dayal Pandit to Gurudayal Pandit.

[2077-1]

I, Soumen Shaw S/o Satyanarayan Shaw R/o Qtr. No. 1136-A, First Floor, Sector 46-B, Chandigarh, have changed my minor daughter's name from Tiara to Tiara Shaw.

[2078-1]

I, Aryan Anand, S/o Sanjay Kumar Singh, R/o # 11, Sector 31-A, Chandigarh-160030, have changed my name from Aryan Anand to Aryan Singh.

[2079-1]

I, Harvinder Singh S/o Gurdeep Singh R/o H. No. 2055-B, Sector 41-C, Chandigarh, have changed my name from Harwinder Singh to Harvinder Singh.

[2080-1]

I, Anu W/o Mr. Rajeev Tandon R/o # 1541, Sector 7-C, Chandigarh, have changed my name from Anu to Anu Mohindru.

[2081-1]

I, Rohit S/o Shiv Shankar Misra R/o # 94, Near Govt High School Daria, Chandigarh, have changed my name to Rohit Misra.

[2082-1]

I, Paramdeep Singh S/o Shri Rupinder Singh R/o H. No. 535, Sector 8-B, Chandigarh, have changed my name from Paramdeep Singh to Paramdeep Singh Grewal.

[2083-1]

I, Samson Masih S/o Karam Chand, R/o House No. 171, Raipur Khurd, Chandigarh, have changed my name from Samson Masih to Keemti Lal.

[2084-1]

I, Anupam Singh W/o Shri Paramdeep Singh Grewal R/o H. No. 535, Sector 8-B, Chandigarh, have changed my name from Anupam Singh to Anupam Grewal.

[2085-1]

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